

INSTRUCTIONS FOR ANNUAL TRANSMITTAL OF W-2 FORMS

Most entities are required to file an Annual Withholding Transmittal. Attach this form to the total withholding statements (W-2s) that were furnished to each payee.

- If you use the alternate methods for filing (WHO/e-mail/magnetic media) you need only submit this form if an amount appears on 3A or 3B. Attach this form to your submission if required.
- If you file paper W-2 statements, you must always attach this form before submitting.

DUE DATE - This form must be postmarked on or before:

- ACTIVE (OPEN) ACCOUNTS the last day in February following the end of the year in which withholdings were made.
- INACTIVE (CLOSED) ACCOUNTS within thirty (30) days of the business closure.

Should either due date fall on a weekend or holiday, it will be extended to the next business day.

COMPLETING THE TRANSMITTAL FORM

- Line 1 Enter the total amount of state tax withheld from all Colorado employees per W-2s.
- Line 2 Enter the total Colorado withholding payments you remitted. DO NOT INCLUDE PENALTY AND/OR INTEREST you paid.
- Line 3 If amount on lines 1 and 2 are the same, enter a zero on line 6.
- Line 3A Additional tax - If line 1 is greater than line 2, complete lines 3A, 4, 5, and 6.
- Line 3B Tax Refund - If line 2 is greater than line 1, complete line 3B. A tax refund will be issued to you automatically upon processing if form is filed timely, the refund is for less than \$500.00 and there are no outstanding delinquencies on the account.

Lines 4 **PENALTY** - Enter 5% (.05) of tax due or \$5.00, whichever amount is greater, for any payment made after the due date, add 1/2% (.005) additional penalty for each additional month you are late up to a maximum of 12% of the tax due. The minimum late filing penalty is \$5.00.

Line 5 **INTEREST** - Enter the interest computed on the balance of the tax due if you are filing this return after the due date. Interest is due at the current statutory rate of .42% (.0042) for each month payment is received after the due date. Refer to www.TaxColorado.com for additional assistance.

Line 6 **TOTAL AMOUNT DUE** - List the sum of lines 3A, 4 and 5 - or zero, if instructed to do so from line 3.

RETAIN TOP PORTION FOR YOUR RECORDS.

1 Colo. income tax withheld per W-2s	
2 Colo. income tax withheld and paid	
3 A. Additional Tax or B. Tax Refund	
4 Penalty	
5 Interest	
6 Amount Paid with this report	
DATE PAID	



**DETACH FORM
ON THIS LINE**

Mail reconciliation together with wage and tax statements to:
Colorado Department of Revenue, Denver CO 80261-0009

MAKE A COPY FOR YOUR RECORDS

MAIL COMPLETED FORM WITH PAYMENT TO THE COLORADO DEPARTMENT OF REVENUE

COLORADO DEPARTMENT OF REVENUE ANNUAL TRANSMITTAL OF STATE W-2 FORMS

ACCOUNT NO.		PERIOD	NUMBER OF W2s ATTACHED	Round all amounts to the nearest dollar. 1000-130 13	DUE DATE
Signed under penalty of perjury in the second degree.					
Signature		Date	Phone		
S.S. NO. 1			The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.		
S.S. NO. 2					
F.E.I.N.					
				1 Total Colorado income tax withheld per W-2s attached	00
				2 Total Colorado income taxes withheld and paid during year	00
				3 A. ADDITIONAL TAX DUE (100) or B. TAX REFUND (415)	00
				4 PENALTY (200)	00
				5 INTEREST (300)	00
				(355)	
				6 Total AMT. PAID with this report	\$.00